CONFIDENTIAL

OFFICE OF STRATEGIC SERVICES
Washington, D.C.

Transportation Office

5 January 1945

Memorandum

To: Captain F. Jack Neller

From: Edward J. Goff, 1st Lt., TC
          Ass't. Chief, Service Personnel Unit

Subject: NOTICE OF ALERT AND CALL TO REPORT TO AERIAL PORT OF EMBARKATION

1. SHIPMENT NUMBER: GROUP OR INDIVIDUAL: AIR PRIORITY NUMBER:

                             1st Lt. Robert E. Lang

2. TRAVEL ORDERS: The above officer is traveling on return orders from his proper station.

3. ITINERARY:

                    Friday, 5 January 1945
                         is

The above officer/to report on or before the above date to Air Transport Command, Room 1916, Air Annex #1, Gravelly Point, Virginia with copies of orders and inoculations certificate.

4. PROCESSING OFFICER: Major Robison   EMBARKATION OFFICER: None

5. It is the duty of the sponsor to take immediate steps to complete preparation of his personnel for movement to the Port of Embarkation, and report to the TRO Embarkation Officer that all is in order. Such check includes arrangement, as may apply to the shipment, for:

   (a) Security indoctrination.   (e) Necessary orders and tickets.
   (b) Proper uniform and weapons.   (f) Physical examination and immunization.
   (c) Baggage and equipment.   (g) Any special requirements.
   (d) Passport, visas, draft board release/exit permit. (h) Stenciling of baggage.

   For assistance in the stenciling and weighing of baggage, contact our representative who is at the TRO Room 23 (Extension 530) on Monday, Wednesday, and Saturday of each week between the hours of 2 and 4 p.m., or call this office on Extension 2501 or 627.

6. SPECIAL INSTRUCTIONS   re: baggage, tickets, reservations etc.

   65 lbs. is the personal baggage allowance.

   EJG:lmm

7. ANY EXCEPTION TO ARRANGEMENTS AS NOTED HEREIN MUST BE SECURED BY CONTACT WITH THE TRANSPORTATION OFFICE.

   CC: Theater Officer. Coppock   Finance Officer. Woodring   Naval Command (Nav.Pers.).
   Security Officer.   Medical Services Officer.   Group or Individual File.
   Shipment File.   TRO Cable Desk.   Movement Date File.
   Headquarters Detachment.

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